

VACANCY ANNOUNCEMENT

(Announcement Number: 13-02)

The American Embassy in Kathmandu is seeking an individual for the position of Visa Clerk.

OPEN TO: All Interested Candidates

POSITION: Visa Clerk

OPENING DATE: January 8, 2013

CLOSING DATE: January 22, 2013

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent performs a wide variety of clerical functions pertaining to visa processing. The duties include pre-screening of visa forms for completeness of information; printing visas and distributing passports; providing basic visa related information to applicants; and performing any other tasks as assigned. The incumbent may serve as alternate sub cashier for on-site fee collection. When required, the incumbent also assists with asylum and refugee follow-to-join cases, immigrant visa cases and American citizen services.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Secondary School is required.
2. At least two years of experience in any clerical or administrative work is required.
3. Level IV (fluent) Speaking/Reading/Writing English is required. Level IV (fluent) Speaking/Reading/Writing Nepali is required.
4. A good practical knowledge of various Windows-based computer applications is required.
5. The ability to exercise tact in dealing with the public under continuous work pressure is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm1@state.gov (write “Application for Visa Clerk” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Visa Clerk”)

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THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE